

10 JANUARY 1963

MEMORANDUM FOR: Mr. KIRKPATRICK *LJK*

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS FOR YEAR 1962

1. CABLES PROCESSED

- A. DURING THE CALENDAR YEAR 1962 THE CABLE SECRETARIAT REPRODUCED AND DISSEMINATED 198,875 CIA IN CABLES, 75,897 CIA OUT CABLES, 15,913 TD'S AND 11,147 MISCELLANEOUS ITEMS (REQUESTS FOR ADDITIONAL DISSEMINATION, SERVICED CORRECTIONS, ACTION CHANGES, ETC.) FOR A TOTAL WORKLOAD OF 301,832 ITEMS. THIS IS 12,213 OR 4% MORE THAN FOR THE CALENDAR YEAR 1961. THE DIRECTOR WAS FURNISHED 14,138 CABLES.
- B. NON-CIA CABLES TOTALED 155,584, AN INCREASE OF 7,120 OR 5%.
- C. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES INCLUDING MISCELLANEOUS AND SERVICE REQUESTS TOTALED 457,416 FOR THE YEAR. THIS IS A MONTHLY AVERAGE OF 38,118 ITEMS WHICH EQUALS 1,253 ITEMS EACH 24 HOUR DAY AT THE RATE OF 52 ITEMS AN HOUR.

2. PERSONNEL

- A. AT THE CLOSE OF 1962 THE CABLE SECRETARIAT HAD AN ON-DUTY STRENGTH OF [REDACTED] 25X1A PERSONS, SEVEN SHORT OF OUR CEILING OF [REDACTED]. THE OFFICE OF PERSONNEL HAVE INCUMBENTS AWAITING FINAL CLEARANCE FOR ALMOST ALL OF OUR CLERICAL VACANCIES.
- B. DURING THE YEAR WE LOST 17 PERSONS: ONE CHIEF OF NON-CIA CABLE UNIT RETIRED, ONE CSDO AND THREE CABLE ANALYSTS TRANSFERRED TO OCR, ONE CABLE ANALYST TRANSFERRED TO RID, THREE CLERKS TRANSFERRED TO OTHER COMPONENTS OF THE AGENCY TO ACCEPT OVERSEAS ASSIGNMENTS, TWO CLERK TYPISTS TRANSFERRED TO OTHER COMPONENTS OF THE AGENCY. SIX PERSONS IN A CLERICAL CATEGORY RESIGNED FROM THE AGENCY. OFFSETTING OUR LOSSES WE GAINED 21 PERSONS, ALL IN A CLERICAL CATEGORY.

3. TRAINING PROGRAM

- A. AGENCY TRAINING FACILITIES APPROPRIATE FOR OUR PERSONNEL ACCOUNTED FOR SIX CABLE SECRETARIAT PERSONNEL HAVING ATTENDED ONE OR MORE TRAINING COURSES DURING THE YEAR. IN ADDITION, 25 ANALYSTS AND SUPERVISORS ATTENDED A ONE WEEK CABLE SECRETARIAT SEMINAR ON NON-CIA CABLES. THE SEMINAR AFFORDED AN OPPORTUNITY FOR OUR CABLE ANALYSTS TO IRON OUT DISSEMINATION PROBLEMS AND EXPERIENCES AND DID MUCH TO KEEP OUR DISSEMINATION ON A UNIFORM LEVEL. TWO PERSONS SELECTED FROM THE LOWER RANKS COMPLETED SUCCESSFULLY OUR CABLE ANALYST TRAINING COURSE AND HAVE BEEN REASSIGNED TO OUR ANALYST STAFF. OUR COURSES ARE DESIGNED TO QUALIFY CAPABLE INDIVIDUALS FOR POSITIONS OF HIGHER RESPONSIBILITY IN THE CABLE SECRETARIAT. NORMAL ON-THE-JOB TRAINING GIVEN TO NEW PERSONNEL IS NOT INCLUDED IN THE ABOVE FIGURES.

25X1A

3. B. MR. [REDACTED] ATTENDED A MANAGEMENT DEVELOPMENT PROGRAM GIVEN BY THE GRADUATE SCHOOL OF THE DEPARTMENT OF AGRICULTURE.
- C. THE CABLE SECRETARIAT PLANS TO CONTINUE TO SEND PERSONNEL TO AGENCY TRAINING COURSES AND IS CONTINUOUSLY LOOKING FOR COURSES WHICH WOULD IMPROVE THE WORTH AND CAPABILITIES OF OUR PERSONNEL.

4. GENERAL

- A. RESPONSIBILITY FOR PROCESSING STATE INCOMING AND OUTGOING AIRGRAMS WAS TRANSFERRED TO OCR IN JANUARY 1962.
- B. WE REVISED AND CONSOLIDATED OUR DISSEMINATION REQUIREMENTS AND CUT BACK CABLE DELIVERY POINTS AS A RESULT OF A STUDY OF THE DISSEMINATION OF S/S AND OTHER NON-CIA CABLES COMPLETED LAST YEAR.
- C. OUR T/O REVISION WHICH INVOLVED ADDITIONAL SLOTS [REDACTED] AND THE UPGRADING OF SOME SLOTS WAS APPROVED TOGETHER WITH INTERNAL REORGANIZATION OF THE CABLE SECRETARIAT DESIGNED TO STRENGTHEN SUPERVISORY CONTROL OF OUR PERSONNEL.
- D. TWO REMINGTON RAND "LEKTRAFIL" FILE CABINETS WERE INSTALLED IN JULY. THIS INSTALLATION MADE AVAILABLE APPROXIMATELY 300 SQUARE FEET OF FLOOR SPACE NEEDED FOR DESKS.
- E. IN THE NEXT MONTH OR SO WE WILL HAVE A DETAILED ACCOUNTING OF THE COST OF OPERATING THE CABLE SECRETARIAT FOR SIX MONTHS.

25X1A

5. CABLE SECRETARIAT CAREER SERVICE

THE CSCP MET 12 TIMES DURING 1962 FOR THE TRANSACTIONS OF PERSONNEL CAREER BUSINESS. A STATISTICAL SUMMARY OF PANEL OPERATIONS FOLLOWS:

PROMOTIONS RECOMMENDED: [REDACTED]
PROMOTIONS DENIED: [REDACTED]
TRANSFERS AND RESIGNATIONS REVIEWED: [REDACTED]
FITNESS REPORTS REVIEWED: [REDACTED]
CAREER CONSIDERATIONS OTHER THAN PROMOTIONS: [REDACTED]

25X1A
25X1A
25X1A
25X1A
25X1A

6. BLOOD DONORS

DURING THE YEAR 27 PINTS OF BLOOD WERE DONATED BY CABLE SECRETARIAT PERSONNEL.

25X1A

[REDACTED]
CABLE SECRETARY